

國立成功大學教學意見反應調查實施辦法

NCKU Regulations for Student Feedback Questionnaire Survey

91. 6.5 九十學年度第二學期第二次教務會議通過

Approved by the 2nd meeting of the Academic Affairs Council in the spring semester
of the 2001-02 academic year on June 5, 2002

107. 1. 18 106 學年度第 1 次教務會議通過

Approved by the 1st meeting of the Academic Affairs Council in the 2017-18 academic year on Jan. 18, 2018

第一條 國立成功大學（以下簡稱本校）為瞭解學生對於教師授課之反應，提昇教師教學品質，特訂「國立成功大學教學意見反應調查實施辦法」。（以下簡稱本辦法）。

Article 1 The NCKU Regulations for Student Feedback Questionnaire Survey (hereafter the Regulations) are established by National Cheng Kung University (NCKU) to promote teaching quality with informative feedback provided as a reference for academic departments and instructors to evaluate and improve their teaching performance.

第二條 教學意見反應調查（以下簡稱意見調查）實施範圍以大學部及研究所（含在職專班）開設之科目為主，除暑修、操行、修課人數低於 3 人(含)、校際選課、服務學習、無講義的實習課程、微積分的實習外，其餘課程皆開放問卷填答。

Article 2 The student feedback questionnaire survey (hereafter the Survey) conducted according to the Regulations encompasses all undergraduate and graduate courses, except those offered for summer sessions, ethical conduct courses, those enrolled with a maximum of three students, intercollegiate courses, service learning curriculum, non-lecture practicum courses, and calculus practicum courses.

第三條 意見調查實施時間於每學期學期考試前三週內辦理。

Article 3 The Survey shall be conducted within the three weeks before the week of end-of-term examinations every semester.

第四條 意見調查由教務處負責系統建構、維護，並將調查問卷公布於電腦網路，供本校學生填答，對同學身分採完全保密。

Article 4 The Office of Academic Affairs shall construct and maintain an online system with questionnaires available for NCKU students to complete their evaluation. The identity of any respondent shall be confidential.

第五條 意見調查問卷之內容如下：

- 一、核心問題。
- 二、文字敘述性意見。
- 三、學生自我評量。
- 四、學生學習成效自評。

Article 5 The student feedback questionnaire is composed of four sections:

1. Core questions.
2. Descriptive statement.
3. Student self-evaluation.
4. Learning effectiveness evaluation

第六條 為鼓勵同學上網填答，由教務處提供當學期修讀課程全數完成填答問卷者『網路選課優先分發』與『網路查詢當學期修課成績』之優惠方式如下：

- 一、網路查詢當學期修課成績：自學期考試結束五天後，以有全數完成填答者適用，未答卷者自學期考試結束十二天後適用。
- 二、電腦選課優先分發：在第一階段登錄欲選課程後，「志願選項課程」以有全數填答者與應屆畢業生優先分發，餘額再分配給未填答問卷同學。

Article 6 As an incentive to boost the questionnaire survey response rate, the Office of Academic Affairs will provide students who have completed their questionnaires for all courses enrolled in the semester with the priority to complete preferred course enrollment online for next semester, and to check out course grades online for the semester, as follows:

1. Students who have completed the survey are allowed to check out course grades online after five days from the end of the final examination week. Non-respondents to the survey are not allowed to do so until after twelve days from the end of the final examination week.
2. Online enrollment priority: Students who have completed the survey and who have registered for preferred courses online in the first stage of course enrollment will be enrolled into the courses of their preference before non-respondents are allowed to be enrolled into the remaining quota.

第七條 教學意見調查所得資料，經統計結果列印後，分送各教學單位及任課教師參閱。

Article 7 The statistical data of the Survey shall be printed out and delivered to each academic unit and each course instructor for reference.

第八條 本辦法經教務會議通過後施行，修正時亦同。

Article 8 These Regulations shall be approved by the Academic Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.